

PRIVACY ACT NOTICE FOR GSFC SECURITY OFFICE (GSO) FORM 24-51, "NASA PKI CERTIFICATE REQUEST FORM."

Authority: This information is provided pursuant to 5 U.S.C. 552a (Privacy Act of 1974), 40 U.S.C. 1441, Executive Order 13011, OMB Circular A-130, specifically Section 8.b (3) and Appendix III, and NPG 2810.1, specifically Section 4.11 et seq.

NASA requires a means of authenticating/verifying the identity of individuals who request changes to their PKI certificate/password accounts. The information provided will be the type of information not commonly known about the individual, which will establish a reliable basis to confirm the identity of the individual seeking remote changes to their accounts. GSO Form 24-51, NASA PKI Certificate Request Form, has been created to satisfy the requirements for authentication/verification and the secure maintenance of data.

Purposes and Uses: The information on GSO Form 24-51 will aid NASA and NASA contractor security personnel, including designated PKI registration authorities, who review the information in authenticating/verifying the employee's identity when the employee requests changes to his/her PKI certificate/password account and is not able to personally meet with a designated RA. Information contained on the form will only be used to authenticate/verify the identity of an employee who requests changes to his/her PKI certificate/password account from a remote location. NASA will maintain this information under NASA's Security Records System (NASA 10SECR) as provided for under the Privacy Act of 1974. NASA will also provide such information to other NASA, NASA contractor and non-NASA personnel incident to investigations concerning the security of NASA systems using PKI.

Effects of Nondisclosure: Completion of GSO Form 24-51 is voluntary. However, a GSFC employee who elects not to provide the information may not receive a certificate or be permitted to request changes to his/her PKI certificate/password account from a remote location (i.e., changes may only be made when the employee personally meets with a designated RA).

NASA PKI CERTIFICATE REQUEST FORM

GODDARD SPACE FLIGHT CENTER

Greenbelt, Maryland 20771

Information on this form **MUST BE TYPED OR LEGIBLY PRINTED.** This form must be filled out completely. If this form is found to be incomplete, it will not be processed. Privileges are audited regularly. If access is used improperly, the privilege will be removed. Return this form **in person** to the **PKI RA** in the GSFC Security Office (GSO) ID Section or the local Security representative at the off-site facilities.

1. Action: ☐ New ☐ Deactivate ☐ Reactivate ☐ Revoke ☐ Recover ☐ Reissue ☐ Change DN

INDIVIDUAL USER INFORMATION

2. Status: ☐ NASA Civil Servant ☐ GSFC Contractor ☐ Other _____

3. Location: ☐ Greenbelt ☐ Wallops ☐ GISS ☐ IV&V ☐ White Sands ☐ Other _____

4. Type: ☐ USER CERTIFICATE ☐ SYSTEM CERTIFICATE

5. Last Name: _____ 6. First Name: _____ 7. MI: _____ 8. Title/Degree: _____

9. Org. Code: _____ 10. Mail Code: _____ 11. E-mail Address: _____

12. Office Ext.: _____ 13. Alt. Office Ext.: _____ 14. Bldg.: _____ 15. Room No.: _____

16. Off-Site Phone No.: _____ 17. Off-Site Location/Address: _____

18. GSFC Badge/ID Number: _____

19. Reason for Request:

20. Requested By:

21. Signature

22. Date

SYSTEM INFORMATION

23. System Name: _____ 24. IP Address: _____

25. Org. Code: _____ 26. Location: Bldg. _____ Room No. _____

AUTHORIZING OFFICIAL

27. Last Name: _____ 28. First Name: _____ 29. MI: _____ 30. Title/Degree: _____

31. Org. Code: _____ 32. Mail Code: _____ 33. E-mail Address: _____

34. Office Ext.: _____ 35. Alt. Office Ext.: _____ 36. Official Title: _____

37. Signature: _____ 38. Date: _____ 39. Badge No.: _____

CONTRACT VERIFICATION: 40. Contract No. _____ 41. Expires: _____

RA ACTION ONLY

ID Authentication Used: _____

Date Received: _____ Date User Notified: _____ Via: ☐ Phone ☐ e-mail

Date Certificate Issued: _____ Remote Authorization Categories _____ used for identification

RA Signature: _____ RA Signature: _____

RA Comments: